

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA
300 Fannin Street, Suite 1167
Shreveport, Louisiana 71101
318-676-4273
www.lawd.uscourts.gov**

November 14, 2005

Dear Attorney:

Our records indicate you currently receive notification of court instruments via facsimile transmission. During the court's transition to electronic filing, the court made a special effort to continue to provide FAX noticing to attorneys. However, FAX noticing is not supportable in the electronic filing system and will have to be discontinued. All attorneys must elect either (1) Electronic Noticing (i.e. via e-mail), or (2) Manual Noticing (i.e. via the U.S. mail).

Attached is a form for your completion. Please indicate whether you prefer to receive notification electronically or manually. The court strongly recommends electronic mailing (e-mail), which provides "real-time" notification of all filings in a case. If you choose this method, you may provide a primary e-mail address for yourself and secondary e-mail address(es) for yourself and/or support staff. The secondary e-mail addresses will receive all notices sent to the primary e-mail address. Also note that choosing electronic notification indicates your consent to receive service from other counsel electronically pursuant to FRCP 5(b). Regardless of the method you choose, please ensure we have current information by providing your address. You may mail the attached form to the address above or fax it to 318-676-3962, 318-676-3958, or 318-676-3966. The deadline for receiving responses is **December 15, 2005**. In the event no response is received, the court will default to manual means of notification.

If you have any questions regarding this transmission, please call our help desk at 1-866-323-1101. We look forward to your response and appreciate your cooperation in refining the service we provide to the bar.

Sincerely,

ROBERT H. SHEMWELL, CLERK

**United States District Court
Western District of Louisiana
Service Preference Form**

In our continuing efforts to implement CM/ECF (Case Management/Electronic Case Filing), the Western District of Louisiana will no longer support its fax notification system. Attorneys must indicate their preference to receive notice electronically via e-mail or manually through the U. S. Postal Service. Please check one of the boxes below to indicate your selection, update your address information, and include your signature at the bottom. Note: This form is also available on the court's website at www.lawd.uscourts.gov

Name (first, middle, last, generation):	Bar roll number:
---	------------------

☐ **CONSENT TO RECEIVE NOTICE AND SERVICE ELECTRONICALLY**

In accordance with the provisions of Fed.R.Civ.P. 5(b), I understand that service, except for original process, will be given to me by electronic means to the primary e-mail address listed below. I agree to waive the provisions of Fed.R.Civ.P. 77(d) and Fed.R.Crim.P. 49(c) providing service of notice of the entry of an order or judgment by mail and consent that such notice may be served by electronic means via the court's electronic filing system in all cases where I appear as attorney of record.

I understand it is my responsibility to advise the Clerks Office promptly in writing of any electronic mail or physical address changes. I understand that electronic mail filter software (SPAM filter) may interfere with receipt of e-mail notices and have verified that any such software installed on my computer or network will not filter out messages sent from enoticing@lawd.uscourts.gov. I understand this electronic notice will be in lieu of notice by any other means.

Please TYPE or LEGIBLY PRINT the following information:

Firm: _____
Address: _____
City, State, Zip _____
Phone: _____

Primary e-mail: _____
Secondary e-mail(s) (e.g., secretaries, paralegals. Do not include co-counsel): _____

☐ **MANUAL NOTICING**

Please TYPE or LEGIBLY PRINT the following information:

Firm: _____
Address: _____
City, State, Zip _____
Phone: _____

Signature

Date

Return via fax to: 318-676-3962, 318-676-3958, or 318-676-3966.